
ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

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ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

I. PARTICIPATION IN THE VEHICLE SAFETY PROGRAM

All State agencies participating in the AMAIT Fund Vehicle Insurance Policy must participate in the Arkansas State Vehicle Safety Program.

II. AUTHORIZATION TO OPERATE STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS

A. All drivers must maintain a valid driver's license in accordance with the requirements of all applicable Arkansas State Laws. State Agencies should contact the State CDL-Coordinator, at the Department of Finance and Administration-Revenue Division-Office of Driver Services, to determine the specific driver's license that is required for the operation of each type motor vehicle and the license requirements for non-resident drivers. Contact information is provided on Page 10.

B. All drivers must complete and sign the *VSP-1 Authorization to Operate State Vehicles and Private Vehicles on State Business* on Page 5. All drivers should be provided with copies of their *VSP-1* and the *Driving Safety Tips* on Page 9.

C. State Agencies shall maintain copies of form *VSP-1* for each of their authorized drivers.

1. Access to driving records for resident drivers will be provided through the SVS System (State of Arkansas website) through Information Network of Arkansas at <http://www.state.ar.us/svs>

2. Contact information for Information Network of Arkansas is provided on Page 10. The original notarized *VSP-4 Agreement* on Page 8 and the *VSP-5 Agency Contact Information* on Page 7 must be returned to the Office of Driver Services before a user name and password will be issued allowing access to driving records through the website. Agencies will be notified by email on a weekly basis of any change in status of a current driver and the status of new drivers.

3. Driving records for non-resident drivers may be obtained by sending form *VSP-2 Authorization to Obtain Traffic Violation Record* on Page 6 to the Department of Finance and Administration-Revenue Division-Office of Driver Services. Contact information is provided on Page 10. *Non-resident drivers should also complete VSP-1 for their agency records.*

D. Administrative action is required as follows for points assessed by the Office of Driver Services for convictions of moving traffic violations (see Page 4 for the *Assessment of Points*):

1. **Drivers Who Have Accumulated 10 Through 13 Points On Their Current Traffic Violation Report** - Authorization to drive on state business shall be reviewed by the Agency Director. It is recommended that the driver be required to complete a defensive driving course.

2. **Drivers Who Have Accumulated 14 Through 17 Points On Their Current Traffic Violation Report** - Authorization to drive on state business shall be suspended for no less than five (5) working days. Authorization shall be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course must be completed within sixty (60) days after the suspension began.

3. **Drivers Who Have Accumulated 18 Through 23 Points On Their Current Traffic Violation Report** - Authorization to drive on state business shall be suspended for no less than ten (10) working days. Authorization shall be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course must be completed within sixty (60) days after the suspension began.

4. **Drivers Who Have Accumulated Over 24 Points On Their Current Traffic Violation Report** - Authorization to drive on state business shall be suspended for no less than twenty (20) working days. Authorization will be reinstated only after evaluation

ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

and approval by the State Insurance Commissioner. A Defensive Driving Course must be completed within sixty (60) days after the suspension began.

5. Drivers Who Have Driving Privileges Suspended Or Revoked By The Office Of Driver Services Shall Not Be Permitted To Drive On State Business For The Duration Of The Suspension Or Revocation. Drivers With Restricted Permits May Be Authorized To Drive On State Business As Allowed By The Restricted Permit.

III. REPORTING ACCIDENT AND TRAFFIC VIOLATIONS

A. Drivers must report **ALL** accident and traffic violations while operating a State vehicle and/or driving on State business, in any vehicle, immediately to the State Agency. However, the driver must report all accidents to the claims office listed below if the State Agency offices are closed.

B. State Agencies are responsible for reporting all claims and accidents immediately to:

Bancorp South Insurance Services

Monday through Friday 8:00AM to 4:00PM Accident and Claims Reporting:

501-664-7705

After Hours Accident and Claims Reporting:

501-664-9252

C. Drivers who have had an at-fault accident must attend a Defensive Driving Class within sixty (60) days following the occurrence.

D. Drivers, or their State agency representative, are advised to comply with the Department of Finance and Administration Operating Rules and are reminded to complete the Arkansas Motor Vehicle Accident Report Form (SR-1) where applicable.

IV. AGENCY RECORDS

Agency records for the Vehicle Safety Program are subject to audit by the Risk Management Division.

V. DEFENSIVE DRIVING CLASSES

Defensive Driving Classes must be approved by the Department of Finance and Administration, Office of Driver Services or the National Safety Council.

The Risk Management Division offers a **Free** Defensive Driving Course to agencies participating in the AMAIT Fund Vehicle Insurance Policy. The one day curriculum consists of classroom and "behind the wheel" training. Courses will be given at your facility or the Arkansas Insurance Department. A minimum participation of 4 employees is required for each class. For more details contact the Risk Management Division. Contact information is provided on Page 10.

VI. DRIVERS WHO ARE NOT STATE EMPLOYEES

This Safety Program also applies to drivers who are not state employees, but routinely drive state vehicles.

ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

VII. ADDITIONAL RULES

State Agencies may impose additional or more stringent requirements than those included in the State Vehicle Safety Program.

VIII. ASSESSMENT OF POINTS

The following point values are assessed by the Office of Driver Services for convictions of moving traffic violations and subject to change by Department of Finance and Administration-Office of Driver (DFA-ODS) Services. Please check with DFA-ODS for the most current schedule. Points shall be calculated for ALL violations which appear on the motor vehicle record:

1. Accident.....	3	32. Impeding traffic	3
2. Careless/negligent driver	3	33. Improper backing.....	3
3. Child restraint	0	34. Improper lane change CMV	3
4. CMV DUI control substance	14	35. Improper entrance/exit (avoid intersection).....	3
5. CMV leaving scene	6	36. Improper towing	3
6. CMV refuse test	14	37. Improper turn	3
7. Defective brakes.....	0	38. Inattention	3
8. Defective equipment	0	39. Leave the scene of an accident	8
9. Defective lights	0	40. Negligent Homicide (1 year revocation of D.L.).....	0
10. Defective tires	0	41. No liability insurance.....	0
11. Driving left of center	3	42. Other violations	3
12. Driving w/o lights	3	43. Passing on wrong side.....	3
13. Driving while revoked.....	3	44. Passing stopped school bus	8
14. Driving while suspended	3	45. Prohibited pass	3
15. DUI .02 or more	14	46. Racing	8
16. DWI .04 or more	14	47. Ran off the road	3
17. DWI .10 or more	14	48. Reckless driving CMV.....	8
18. DWI.....	14	49. Refuse intox test	14
19. Evading arrest with a motor vehicle.....	8	50. Seatbelt not used.....	0
20. Failure to dim lights	3	51. Speeding 0-10.....	3
21. Failure to keep a proper look out	3	52. Speeding 11-14.....	4
22. Failure to maintain control	3	53. Speeding 15-20.....	4
23. Failure to obey traffic signal	3	54. Speeding 21-30.....	5
24. Failure to report traffic accident.....	3	55. Speeding 31 or more.....	8
25. Failure to signal	3	56. Speeding 0-14 CMV	3
26. Failure to yield.....	3	57. Speeding 15 or more CMV	6
27. Failure to stop and render aid	3	58. Unattended vehicle with motor running..	0
28. Following too close.....	3	59. Unsafe driving	3
29. Following too close CMV	3		
30. Going wrong way.....	3		
31. Hazardous driving	3		

ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

VSP-1 AUTHORIZATION TO OPERATE STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS

The following must be completed and signed before authorization to drive on state business is given:

Agency Code/Name: _____

Employee: _____

Date of Birth: _____

Drivers License Number: _____

Initial Each of The Following:

- ☐ I understand that as permitted by Arkansas Code Ann. §27-50-906 (6)(A), the Office of Driver Services will notify my employer each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the SVS System (State of Arkansas Website) through Information Network of Arkansas.
- ☐ I understand that because of my driving record I may not be permitted to drive on State business.
- ☐ I will participate in all required Defensive Driving Classes.
- ☐ I will report all accidents that occur on state business to my employer immediately.
- ☐ I have read the *Driving Safety Tips* provided by my employer.
- ☐ I understand that I must maintain liability coverage, as required by State Law, on my personal vehicles that I drive on State business.

You are hereby authorized to obtain my Traffic Violation Record from the Office of Driver Services as permitted by Arkansas Code Ann. §27-50-906 and §27-50-908. This record shall include material normally excluded by Arkansas Code Ann. §27-50-802.

Signature of individuals appearing below shall constitute consent for the release of such records to the State agency named on this form.

Employee Signature: _____

Date: _____

ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

FOR NON-RESIDENT DRIVERS ONLY

***VSP-2 AUTHORIZATION TO OBTAIN TRAFFIC VIOLATION RECORD
FROM DEPARTMENT OF FINANCE AND ADMINISTRATION,
OFFICE OF DRIVER SERVICES***

Agency Code/Name: _____

Agency Address: _____

Agency Contact Person: _____

Email Address: _____

Telephone Number: _____

You are hereby authorized to obtain my Traffic Violation Record from the Office of Driver Services as permitted by Arkansas Code Ann. §27-50-906 and §27-50-908. This record shall include material normally excluded by Arkansas Code Ann. §27-50-802.

Signature of individuals appearing below shall constitute consent for the release of such records to the State agency named on this form.

Employee

Last Name

First Name

Middle Initial

D.L.N.

State

Date of Birth

.....

ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

VSP-3 AGENCY CONTACT INFORMATION

Agency Code/Name: _____

Agency Address: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

In order to access driving records through the SVS System (State of Arkansas Website) for the authorized drivers in your agency you must return the *original notarized VSP-4 Agreement* on Page 8 and the ***VSP-3 Agency Contact Information*** to:

Denise Yates
Office of Driver Services
Department of Finance and Administration
Charles D. Ragland Building
P.O. Box 1272, Room 1130
Little Rock, AR 72203
501- 682-7207
Denise.Yates@dfa.arkansas.gov

ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

VSP-4 AGREEMENT

WHEREAS, Arkansas Code Sections 27-50-900 through 27-50-1211 of Arkansas, provides that the Office of Driver Services, Revenue Division, Department of Finance and Administration, State of Arkansas, may furnish an abstract of a drivers record as maintained by said office, only to a person who has been authorized in writing by such driver to obtain the driver's record; and

WHEREAS, the undersigned periodically makes numerous requests for abstracts of driver's records in the course of the undersigned's business; and

WHEREAS, it is extremely expensive and cumbersome for the undersigned to duplicate and file and for the Office of Driver Services to receive and maintain each individual written authorization signed by such drivers in order for the undersigned to obtain an abstract of the driver's record;

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING, THE UNDERSIGNED DOES HEREBY ACKNOWLEDGE AND CERTIFY AS FOLLOW:

- (1) (A) That the undersigned represents and warrants to the Office of Driver Services that every person, on whom a request for an abstract is made by the undersigned, shall have first given his or her consent to the release of such abstract, or
(B) That the undersigned represents and warrants to the Office of Driver Services that every person, on whom a request for an abstract is made by the undersigned, shall be insured or an applicant of any insurer licensed to do business in Arkansas, or its agents, employees, or contractors.
- (2) That the original written authorization signed by the driver on whom an abstract is requested, or a copy of thereof, shall be furnished by the undersigned to the Office of Driver Services upon request by the Office of Driver Services. This written authorization is to be kept on file with your company for a five year period.
- (3) If the undersigned is found to be in violation of the foregoing, the Office of Driver Services may thereafter require the undersigned to provide individual signed releases with each abstract hereafter requested by the undersigned.
- (4) The undersigned further agrees to indemnify and hold harmless the Office of Driver Services, Revenue Division, Department of Finance and Administration, State of Arkansas, for any liabilities and/or damages caused by virtue of the undersigned's breach of this agreement or the provision of Arkansas Code Sections 27-50-900 through 27-50-1211 of Arkansas.

Company or Organization

Address

City State Zip

Signature

Title

ACKNOWLEDGEMENT

STATE OF)
) ss.
COUNTY OF)

Subscribed and sworn to before me this _____ day of _____, 19_____.

My Commission Expires: _____

Notary Public

.....
Received and filed this _____ day of _____, 19_____.

Driver Services

Revised 08/99

ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

DRIVING SAFETY TIPS

- ▽ **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- ▽ **Seat Belts** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
- ▽ **Cellular Phones** – The use of cellular phones by the driver while the vehicle is in motion is strongly discouraged. Even with “hands free” equipment, conversing on the phone takes your attention away from driving, making you less likely to notice hazardous situations.
- ▽ **Backing Crashes** – Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.
- ▽ **Intersection Crashes** – When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
- ▽ **Weather Related Crashes** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions. Discontinue use of cruise control in wet road conditions.
- ▽ **Passing Crashes** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- ▽ **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the “two second rule” by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.
- ▽ **Security** – State vehicles should be locked whenever they are unoccupied.
- ▽ **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.

ARKANSAS STATE VEHICLE SAFETY PROGRAM

July 2010

CONTACT INFORMATION

Questions regarding the Vehicle Safety Program and the Free Defensive Driving Course should be directed to:

**Risk Management Division
Arkansas Insurance Department
1200 W. Third
Little Rock, AR 72201-1904
501-371-2690
FAX 501-371-2842
insurance.risk.management@arkansas.gov**

For additional copies of the Vehicle Safety Program go to the Risk Management webpage:
insurance.arkansas.gov

Questions regarding driving records should be directed to:

**Denise Yates
Revenue Division - Office of Driver Services
Department of Finance and Administration
Charles D. Ragland Building
P.O. Box 1272, Room 1130
Little Rock, AR 72203
501- 682-7207
Denise.Yates@dfa.arkansas.gov**

Questions regarding Login information to the SVS System should be directed to:

**Information Network of Arkansas
425 W. Capitol Ave.
TCBY Tower, Suite 3565
Little Rock, AR 72201
501-324-8900
svs@ark.org**